

# Town Manager's Monthly Report for October and November 2019



## TOWN MANAGER'S UPDATE ...

- Attended the following Committee/Council meetings:
  - Council Meeting – October 25, 2019
  - Ad-hoc Commercial District Planning Meeting - October 30, 2019
  - Ad-hoc Commercial District Planning Meeting – November 21, 2019
- Attended the DNREC Parks Meeting in Fenwick on October 2, 2019
- Attended the SCAT Steering Committee on October 4, 2019
- Attended the ICMA Annual Conference from October 17-23 in Nashville. While at the Conference I attended the following:
  - Presidents Reception – October 17
  - October 18 - 19
    - ICMA Executive Board Meeting
  - Board Committee Meetings – October 19
  - October 20
    - Northeast Regional Meeting October 20
    - Opening General Session/Keynote Speaker Jake Wood – October 20
  - October 21
    - Monday General Session/ Keynote Speaker Leonard Brody
    - Highlights and Hurdles in Hamlets - Presenter
    - How to use Disaster Funds to Maximize Recovery: Lessons Learned from City Managers
    - CivicPride Mixer
    - Delaware Dinner with Managers
  - October 22
    - Tuesday General Session/Keynote Speaker Bonnie St. John
    - Breakout Session with Bonnie St. John
    - Decision Making During a Crisis
    - Leading with Love the Heart of Success
    - Exhibit Hall
    - Evening Event
  - October 23
    - Wednesday General Session/Keynote Speaker Gina Rudan
    - Conference Closing
- Attended the ACT meeting in Lewes on November 5, 2019.
- Held a conference call with DNREC Secretary Garvin and Director of Parks Ray Bivens to discuss our concerns with the current park plans and the Ørsted project.
- Attended the SCAT Meeting in Bridgeville on November 6, 2019.

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- Met with the new City Manager for Delaware City on November 7, 2019.
- Along with Council member Weistling and Building Official Schuchman, I met with Code Solutions International to discuss incorporating the ICC Property Maintenance Code into Fenwick Island's Town Code.
- Attended the BOA hearing on November 13, 2019.
- Attended Senator Hocker and Representative Gray's Coffee on November 14, 2019.
- Attended the Annual RASCL Summit in Dover on November 15, 2019.
- The Finance Manager and I met with DFIT to renew our risk insurance on November 18, 2019. The premium will be increasing slightly due to increased assets and our experience level.
- Attended the City Management Association of Delaware's quarterly meeting in Dover on November 20, 2019.
- Attended the ACT Managers meeting in Rehoboth Beach on November 22, 2019.

### UPDATES FROM DEPARTMENTS

#### Re-valuation

- Informal appeals have been held. Formal appeals were held July 26, 2019.
- The new appraised value is \$797,765,638.00
- The new assessed value is \$398,882,819.00.
- Based on this information the rollback tax rate is \$.174015 per hundred dollars of assessed valuation.
- Conducted formal appeal hearings on June 28, 2019.
- Tax bills will be sent at the end of July based on the new assessment.
- Council granted two additional appeal requests. Property tax records were adjusted accordingly.
- Tax bills were sent out on July 24, 2019.
- This project is closing.
- As of November 29, 2019, 5 properties have not paid their taxes for an outstanding total of \$8,125.88. Penalties were assessed on October 1, 2019 and November 1, 2019.

#### Sidewalks

- \$496,266 for replacement of six blocks of sidewalk was included in the State's bond bill. Representative Gray was instrumental in accomplishing this. This amount will need to be approved by the State Legislature.
- Representative Gray was able to include \$250,000 in the State's bond bill for Coastal Highway Sidewalks.
- We have received approval from the State to begin work.



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- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY 21 to FY 26 DelDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We attended the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023, right-of-way work will begin in July of 2025, with construction beginning most likely in July 2026.
- We are seeking proposals for engineering work on a five- block sidewalk project scheduled to begin in Fall of 2020.
- Met on October 8, 2019 to discuss Kercher proposal.
- Met on November 20, 2019 to discuss Century Engineering proposal.
- We are recommending the Century Engineering proposal be accepted.

### Dredging

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- We are currently seeking proposals from two engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.
- Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- We are working with Anchor QEA to set up a site visit.
- A kick-off meeting with our engineer, Anchor QEA, and Freeman Company was held on October 16, 2019.
- The site visit was held on October 28, 2019.

### Streets

- Micro-surfacing was completed in May. Invoices will not be paid until the punch list items are complete.
- We are experiencing some issues with the micro-surfacing and we are investigating remedies with Kercher Engineering and APS the construction company.
- Met with a representative of T2 Center with University of Delaware IPA to review the condition of the newly micro surfaced streets. The representative agreed we have pervasive surface marks, surface loss, gaps in longitudinal joints, edge variances, rutting in the wheel path, and joints do not appear neat and uniform.
- Mike Biaocco, Mike Locke and I met with a representative from APS, the micro surfacing contractor, on August 5. They will be making repairs to the streets in mid-September 2019.
- APS visited Fenwick Island on September 12, 2019. They will be resurfacing Bunting Avenue completely and re-paving major portions of the other areas. Some of the deterioration is due to a bad asphalt mix.

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- APS performed repair work on October 18, 2019.
- Toured the project on November 6, 2019. We are not completely satisfied with the work performed on Bunting Avenue. We have notified Kercher and are withholding final payment until the issue is resolved.

### **Sustainability Grant**

- The draft of the plan will be presented to the Environmental Committee at the June 27<sup>th</sup> meeting.
- The Environmental Committee reviewed the draft and made recommendations. The final document is being prepared.
- The draft document was reviewed by DNREC. Once DNREC comments are reviewed and addressed the document will be finalized.

### **2019 Audit**

- Audit engagement letter was signed with PKS as per the contract.
- PKS completed on-site work the week of October 7, 2019.
- Presentation to the Audit Committee is planned for December 2019.
- Council presentation is planned for January 2020.

### **Updating of the Employee Handbook Policies, and Job Descriptions**

- Our intern this summer updated our Employee handbook, educational reimbursement policy, social media policy and our job descriptions. This information will be reviewed with Council for approval at a future date.